



## KING COUNTY

**SUPERINTENDENT OF RECORDS  
DEPARTMENT OF EXECUTIVE SERVICES  
RECORDS, ELECTIONS AND LICENSING SERVICES DIVISION**

**Annual Salary Range: \$72,955 - \$92,475**

**Job Announcement: 06WM5782**

**OPEN: 1/23/06**

**CLOSE: 2/8/06**

**WHO MAY APPLY:** This position is open to King County employees and the general public.

**WHERE TO APPLY:** Required forms and materials must be sent to: King County Human Resources Division, 500 4th Ave, Room 450, Seattle, WA 98104. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Ward MacKenzie, HR Administrator, at 206-296-1584 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A completed application packet, including a King County application form and data sheet, resume, letter of interest detailing your background and describing how you meet or exceed the requirements, and a written response to the supplemental questionnaire. King County application forms can be obtained at the address above or downloaded from the King County website: <http://www.metrokc.gov/ohrm/jobs/>.

**WORK LOCATION:** King County Administration Building, 500 4<sup>th</sup> Avenue, Rm. 311, Seattle, WA

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally 40 hours, Monday through Friday.

**PRIMARY JOB DUTIES:** The Superintendent of Records manages the Records Section (Recorder's Office) of the Records, Elections and Licensing Services Division, working independently under the general direction of the Division Director. The Recorder's Office records, maintains, and provides public access to public documents, and collects real estate excise taxes for real estate transactions in King County. The Superintendent of Records is responsible to develop, oversee, implement, and administer policies, procedures, planning and operations to ensure that public documents are properly recorded, stored and made available for public access, and that real estate excise taxes are properly collected and disbursed. The Records Section has 30 staff, an annual budget of approximately \$2.9 million, and manages revenues of approximately \$500 million annually. In 2005, the office recorded over 700,000 documents and processed over 80,000 excise tax affidavits. Over 14 million documents are permanently stored and made accessible in the Records Section. More information is available at [www.metrokc.gov/recelec/records](http://www.metrokc.gov/recelec/records).

The following list reflects many of the tasks typically accomplished by the Superintendent of Records:

- Review current and changing county and state legislation and administrative rules related to recording and/or excise tax collection and develop and implement policies and procedures to meet requirements.
- Plan, develop and implement the section's strategic plan and annual work plans, including reviewing plan goals and objectives.
- Ensure availability and appropriate use of technology through effective management of Information Technology resources and projects.
- Manage workflow and work assignments to meet the changing volume-related and system demands of recording documents and collecting excise tax.
- Plan, develop, justify, administer and monitor the section's budget, fee schedules and contracts.
- Plan, develop and implement policies and procedures to provide appropriate access to public records under the care and/or control of the Recorder's office.
- Direct and supervise a diverse work force of supervisors, lead and line staff, including hiring selection, supervising probation periods, administering performance evaluations, compliance with union contracts, etc.
- Maintain and manage information services plans for the general public and other agencies regarding recording public documents, real estate transactions and excise tax collection.
- Monitor revenue collection, deposits and transfers, fund distribution, and cash handling procedures.
- Serve on and/or participate in appropriate professional organizations and committees (national, state and local) that support or enhance services of the Recorder's Office.
- Work as an effective member of the division management team.
- Ensure and maintain good customer relations with title companies, other jurisdictions and government agencies and the general public.
- Properly manage and maintain public records, including electronic document scanning, transmission and storage.

***REQUIRED QUALIFICATIONS:***

Bachelor's degree in public administration, business, information technology management or other field related to the requirements of this position and three (3) years of increasingly responsible management experience or an equivalent combination of education and experience that demonstrates professional knowledge in all or most of the following areas:

- Experience in supervising and managing a diverse work force for successful mission outcomes.
- Experience managing complex budgets with multiple revenue and expenditure items.
- Proven success implementing new technology projects.
- Proven success with assessing, designing and implementing improvements in operations and processes.
- Skills working with the general public and elected officials.

***DESIRABLE QUALIFICATIONS:*** The most competitive candidates will demonstrate most or all of these qualifications

- Knowledge of records management laws and procedures.

- Knowledge of and familiarity with real estate transactions and legal terminology.
- Knowledge of automated document / records management and information reporting systems techniques and principles.
- Intermediate to advanced computer skills including Word, Excel, Outlook.
- Knowledge of generally accepted accounting techniques and procedures.
- Knowledge of and ability to effectively use quality management methods.
- Knowledge of document imaging and electronic document management techniques and principles.
- Knowledge of public information and disclosure laws and procedures.
- Knowledge of human resources management techniques and principles.
- Excellent customer service skills, techniques, and principles.
- Excellent communication skills (oral and written).
- Presentation skills.
- Problem solving and analytical skills.
- Skill in working effectively with the general public, all levels of staff, and elected officials.
- Skill in managing staff from multi-cultural and ethnic backgrounds.
- Knowledge of state and national property records standards, laws and requirements.

**NECESSARY REQUIREMENTS:** A valid Washington State Driver's License or the ability to travel throughout King County in a timely manner.

**SELECTION PROCESS:** Application materials will be screened and evaluated for qualifications, clarity and completeness, including resume and supplemental questionnaire responses. The most competitive candidates will be invited to oral interviews.

**CLASS CODE: 0521**

**SEQUENCE NUMBER: 47-8299-0039**

**SUPPLEMENTAL QUESTIONNAIRE  
SUPERINTENDENT OF RECORDS  
RECORDS, ELECTIONS AND LICENSING SERVICES DIVISION  
Job Announcement: 06WM5782**

Provide a concise written response to the following questions. Your response should be limited to no more than 2 pages with a minimum of ½” margins and font size 11. Please include your name and job announcement number at the top of each page. Submit this document with your resume and cover letter.

1. Describe your experience in providing leadership, supervision, and management direction in a high volume, mission critical environment.
2. Describe your knowledge and experience managing information technology and projects, and specifically imaging technology.
3. Explain the most complex challenge that you were responsible for resolving as a manager or as part of a management team and how you handled it.
4. Describe your knowledge and experience (or familiarity) with real estate transactions, legal terminology, and records management practices.